

FBI TRANSFER REQUEST FORM

OCONEE COUNTY, SOUTH CAROLINA  
BUDGET REVISION FORM

DESCRIPTION REVISION FORM

5/12/04  
FISCAL YEAR 2004

DEPARTMENT NAME Road Planning

SIGNATURE OF DEPARTMENT DIRECTOR  
*Thomas H. Brown*

DATE OF REQUEST 5/12/04

TRANSFER TO  
(Use the "Transfer To" box when submitting a description Revision Form on a Transfer Request Form.)

LINE ITEM ACCOUNT NUMBER 017-717-5007C

LINE ITEM DESCRIPTION TRASHION

AMOUNT TO TRANSFER 835.000001

EXPLAIN WHY THIS ITEM (OR ITEMS) IS NEEDED AND WHY IT WAS NOT ORDERED FOR:

Additional funds are needed to continue operations. Where work must be halted to address for sales and the the did not anticipate the record year we are having if we continue we are here in the next ten months we will spend between 50,000 and 60,000 for above last year!

WAS THIS ITEM PREVIOUSLY PUT FROM YOUR BUDGET DURING THE BUDGET PROCESS?

YES  NO

TRANSFER FROM  
(Use the "Transfer From" box when submitting a Transfer Request Form. DO NOT use the "Transfer From" box if requesting one or more description revisions.)

LINE ITEM ACCOUNT NUMBER

LINE ITEM DESCRIPTION

AMOUNT TO TRANSFER

LINE ITEM ACCOUNT NUMBER

LINE ITEM DESCRIPTION

AMOUNT TO TRANSFER

LINE ITEM ACCOUNT NUMBER

LINE ITEM DESCRIPTION

AMOUNT TO TRANSFER

WHY ARE THERE EXCESS FUNDS IN THIS ACCOUNT? WHAT FEM WILL NOT BE NEEDED THAT WAS APPROVED DURING THE BUDGET PROCESS?

Revisions left because replacement of truck truck was for then amount set aside.

Approved by *Thomas* checked by *Shelby*

APPROVED

DENIED

*Wing R. Hamilton, Director Transportation*

APPROVED

DENIED

*Theresa C. Landrum, Finance Director*

**OCONEE COUNTY EMERGENCY COMMUNICATIONS/911  
SHERIFF-POLICE-FIRE-HAZMAT-RESCUE-EMERGENCY ALERT**

Walhalla, South Carolina 29691

*James Singleton*  
*Sheriff*

*Office: (864) 718-1010*  
*Dispatch: (24 hrs) (864) 638-4111*  
*Fax: (864) 638-4116*

*Ferry Wilson*  
*Chief Deputy*

*Mailing Address*  
*415 S. Pine Street*

**John A. Murray - C.P.E.**  
*Director of Communications/911*

*Port McAlister*  
*Chief Dispatcher*

May 14, 2003

Administrator Harry Hamilton  
Oconee County  
415 South Pine Street  
Walhalla, SC 29691

Dear Mr. Hamilton,

As per our earlier discussion, overtime funds for the Communications/911 Department are running low. We consistently monitor this and have kept Finance aware of the situation.

Insufficient funding is due to the fact that we had two employees quit over the Christmas holidays. One employee was on extended sick leave the first part of 2004 and in the last two weeks another employee has had to have surgery. Based on needing someone to fill a position at 40 hours per week times 6 weeks we will need an additional \$2,700.00.

If you have any questions, please call me.

Sincerely,

  
John A. Murray, Director  
Oconee County Communications

JAM/cbm

Sandra Smith

From: Henry Gordon  
 Sent: Friday, May 07, 2004 10:14 AM  
 To: Larry Hamilton  
 Cc: sandra.smith, Sheila Okelley, Lynn Black, Sharon Adams  
 Subject: Crusher Run Rock for the Seneca Rescue Squad Parking Lot

Henry,

It is requested that the County Road Dept. be approved to provide the Seneca Rescue Squad with three (3) loads of crusher run for their parking lot. Hoyt Orr is aware of this request. If you have questions, please contact me.

Thank you for your consideration.

Henry

\$140 p/load

Total of \$420



# OCONEE COUNTY DETENTION CENTER

415 SOUTH PINE STREET

WAIHALLA, SC 29691

(864) 638-4105

*Major Steve Pruitt, Director*

## MEMORANDUM

TO : Administrator Harry Hamilton and County Council Members

FROM : Major Steve Pruitt

DATE : May 13<sup>th</sup>, 2004

SUBJECT: Request for Additional Funds – Detention Center Medical Line Item

We are requesting additional funds for Department 106, Detention Center, in medical line item 010-106-30062. The amount allocated for this fiscal year was \$75,000, the same as last year's amount. In the previous fiscal year 2002-03, an additional \$3,000 was requested from supplemental due to a projected shortfall in the medical line item. Even with this supplemental appropriation, there was by June a deficit of over \$4,300 that had to be covered with funds from other line items. Despite this significant shortage, the funding level in the medical line item for current fiscal year 2003-04 remained the same.

In calendar year 2002, the Average Daily Population (ADP) for inmates at our facility was 86.25. The ADP rose to 96.5 in 2003. For the first four months of 2004, the ADP was 105.75. This higher population (an average of ten additional inmates per day over the previous year), is the primary reason for increased costs. A substantial number of inmates have physical and/or mental problems, some serious, on admission. There were some large expenditures on individual inmates. One had an antibiotic-resistant staph infection and his medication bill was over \$3,000 during a two month stay. Another had a histamine-related immune disorder requiring over \$5,700 in medications during his five month stay.

A breakdown of medical costs is shown on the accompanying sheet. Because of one substantial surgical bill that is outstanding, we are operating at a deficit. There are no funds in other line items that can be transferred to cover this deficit. To have sufficient funds for medical costs through the end of June, we project that we will need \$9,800.

Thank you for your consideration in this matter.

  
Major Steve Pruitt

**MEDICAL**  
**010-106-30062**

BEGINNING BALANCE: \$75,000.00

PRESCRIPTION EXPENSES:

Sammieth Drug Store (Thru 04/23/04) \$38,356.35

DENTAL EXPENSES:

Drs. Hare & Martin, P.A. (Thru 04/26/04) 3,128.00

MEDICAL EXPENSES:

Blue Ridge Emergency Physicians	\$ 973.00	
Darryl Sugar, M.D.	261.00	
Golden Corner Family Practice	2,227.00	
Ksowes Surgical Clinic	115.00	
Keowee Radiology, P.A.	1148.00	
Laurel Medical Group, P.A.	249.00	
Mountain View Medical Imaging	88.00	
Oconee Memorial Hospital	9978.07	
Oconee OB-GYN	381.00	
Oconee Ophthalmology	220.00	
Oconee Surgery, P.A.	165.00	
Oconee Urology, P.A.	125.00	
Surgical Solutions (Outstanding)	<u>2,570.00</u>	
		18,500.07

MEDICAL SUPPLIES/SUBSCRIPTIONS: 5,302.17

TOTAL EXPENSES TO DATE: 68,280.59

AMOUNT REMAINING IN MEDICAL BUDGET: 8,719.41

LESS: AMOUNT ENCUMBERED ON P.O. #41896 FOR PRESCRIPTIONS: \$0,441.52

DEFICIT IN MEDICAL LINE ITEM: \$(-1,722.11)

# Request for County Land

Martha Baily – Library Director

Paul Johanson – Board Chair

Ray Morrison – Building & Grounds

Sally Price – Public Relations

# Background to Request

- To aid Oconee County in attracting and expanding businesses, and enable it's citizens to become more competitive in the world of rapidly changing information and technology...
- County Council authorized the Library Board to have a library planning consultant, PROVIDENCE Associates Inc., develop a building program for it's largest population center, a new Seneca Library. The consultant's recommendations were made to the County in April 2002.
- The Library Board has obtained assistance from the SC State Library and ACOG to confirm the application of the consultant's recommendations to our local situation over the next 20 years.
- We are now ready to move forward to secure a site that combines the prospects of minimal cash flow requirements and optimal accessibility for Oconee County residents.

# Oconee Library Board Request

- Over the past 6 months the Oconee County Library Board has sought to identify suitable alternative sites for a new Seneca Library.
- Based on an objective evaluation of how to best meet the expanding information and literary needs of the projected 35,000 county residence who live in the greater Seneca area...
- we recommend that the County Council designate the sole use of County owned property south of Memorial Drive and west of Hospital Drive for a new Seneca Library.



# Requirements & Site Benefits

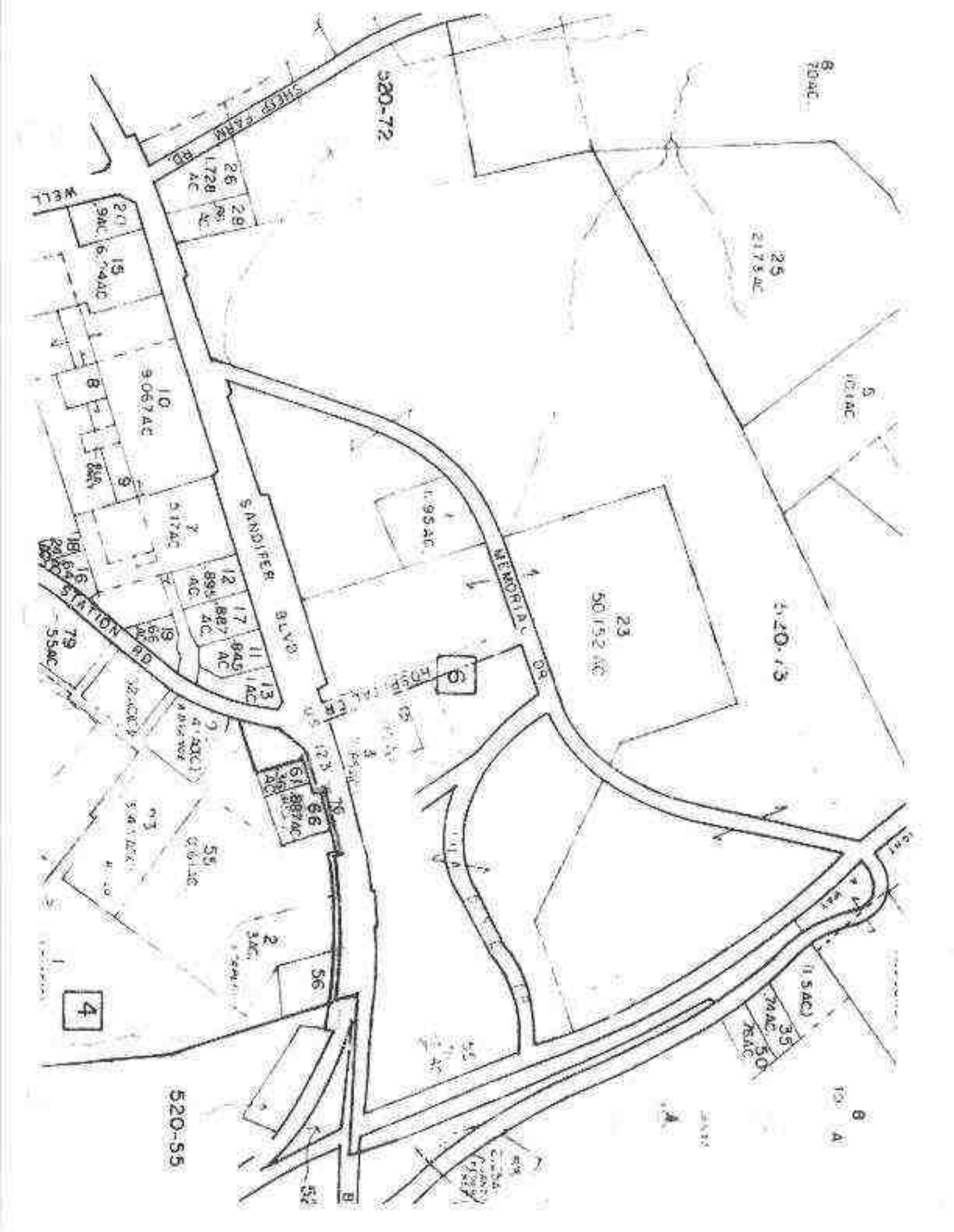
- 5 acres of land:
  - 30 ksf building, 45 ksf parking, 40 ksf landscape, and 75 ksf expansion, plus drives and walkways.
  - Level, undeveloped, reasonably priced site preferred.
- An accessible location:
  - Convenient for all population areas around Seneca.
    - SC 28, US 123 & Wells Hwy provide excellent access.
    - Major County corridor for health, retail, & education.
    - Highly visible on quiet side of busy intersection.
    - Most likely to be central to future public transportation.

# Benefits to Oconee County

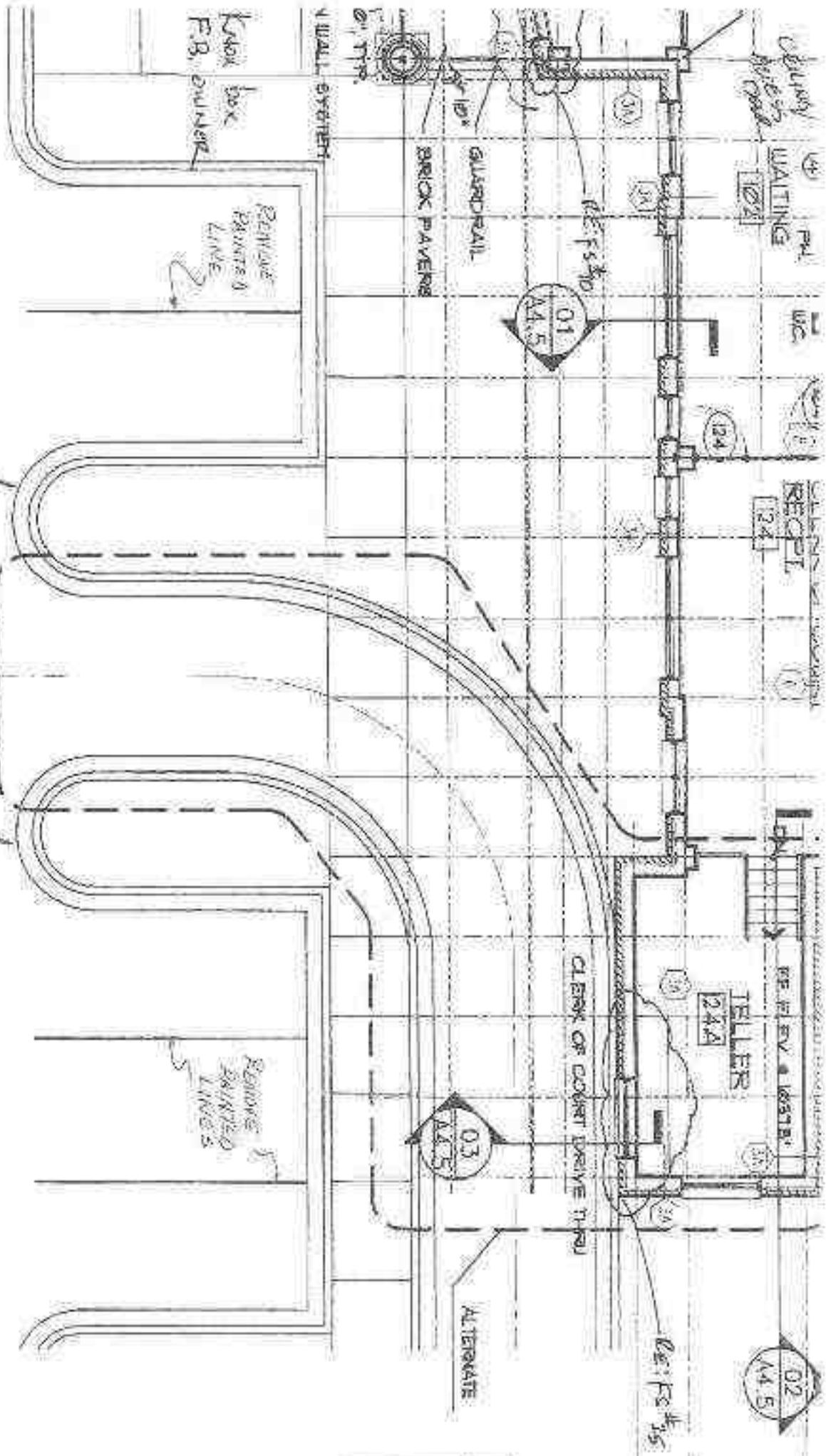
- County already owns proposed location.
  - Avoid purchasing expensive new property.
    - (3 acre old Builders Way property offered for \$485k.)
    - (No easily accessible 5 acre sites identified.)
  - Eliminate need for costly demolition or engineering of existing structure to provide integrated new facility.
    - (Old Seneca Library building site is problematic.)
  - Minimize site preparation and building design cost.
    - (Highly sloped land adds unnecessary costs.)
  - Preclude issues on style, use, and infrastructure.
    - (Maintain control of architectural et al requirements.)

# Decision Outcome

- County Council approval of the request for the Library Site at this time allows the Library Board to:
  - Start the process of selecting an Architect for the Seneca Library in July 2004, to recommend to Council for approval by September,
  - Have the Architect efficiently focus on the actual new library location and it's unique topography,
  - Be on track for starting construction in July 2005 and complete the facility before the end of 2006.
  - And develop a transition plan for existing Seneca library.

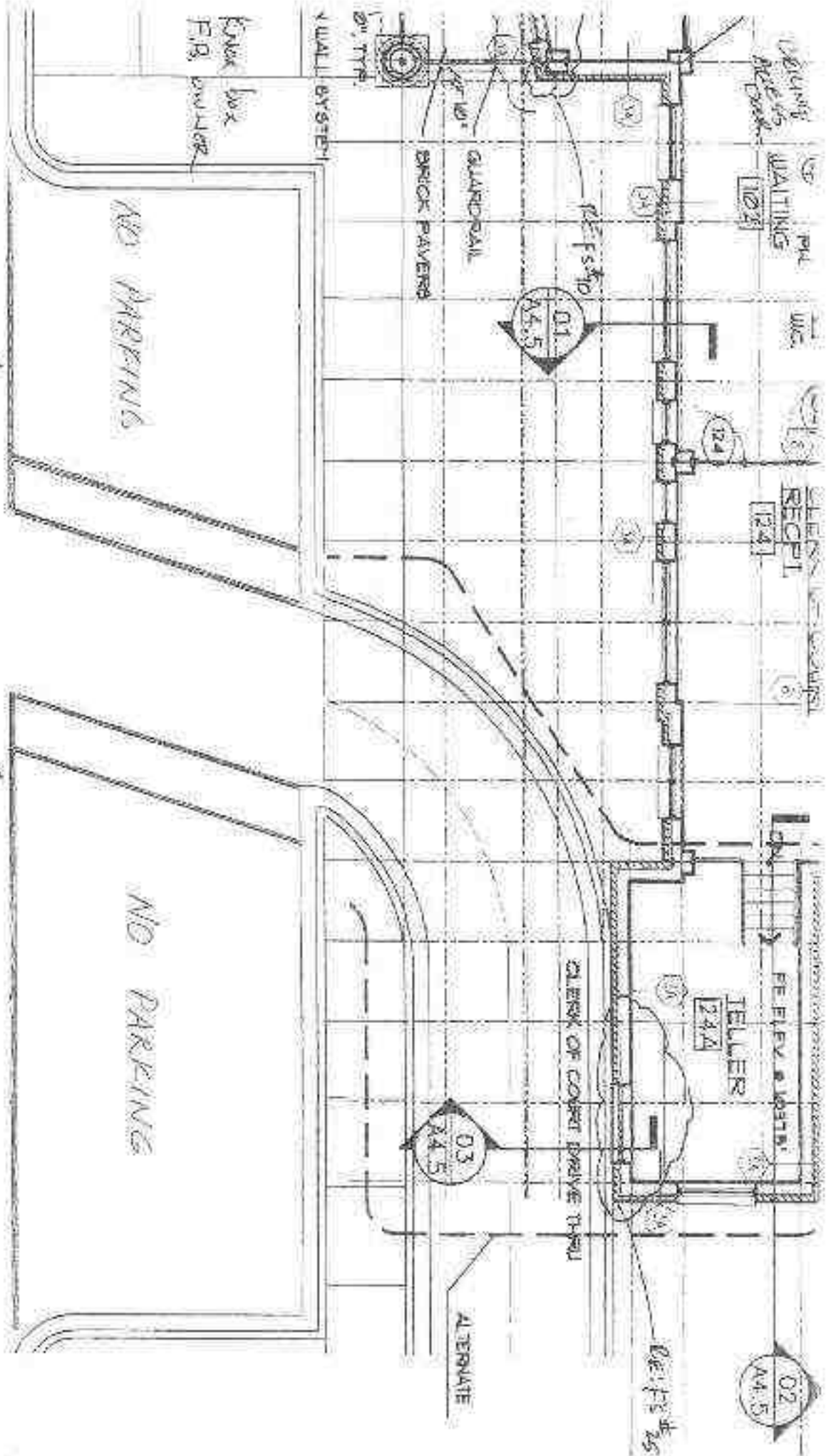


REMOVED ALUMINUM ROLL-UP GRATE  
 20 CENTURY GRATING SYSTEM MODEL 79  
 THICK COLOR BAKSTONE GRAY. ONE  
 MOVED EQUAL.



1  
 A1.2

FIRST FLOOR  
 1/8" = 1'-0"



EDGED ALUMINUM 1  
 O CENTURY GRATE  
 THICK COLOR BAR  
 PROVED EQUAL.

Re. STRIPE FOR FIRE LANES  
 IN ACCORDANCE WITH STANDARD  
 STRIPING DETAILS.

1  
 A12  
 FIRST FLOOR  
 1/8" = 1'-0"

## Recommended Changes

### Existing Requirements:

**6.7.8 Road Construction** - In general, all public roads shall be constructed in accordance with the SCDOT "Standard Specifications for Highway Construction" (latest edition) as it relates to earthwork, bases/subbases, paved surfaces, etc., and the following requirements:

- a. Paved road surfaces are required for all new public roads for subdivisions.
- b. The minimum Macadam base course for all roads shall consist of type #2 crushed gravel aggregates compacted on the roadway to a depth of not less than four (4) inches. Compaction of the aggregate shall comply with the standards put forth in Section 6.7.8.1.
- c. Local Roads - When hot mix is going to be applied, specifications for set up and primer are same as for surface treatment. Asphalt shall be applied at no less than one and one half (1 ½) inch compacted of type as specified by the County Supervisor.

*ORDINANCE 2009-11*

### Recommended Changes

- b. The minimum Macadam base course for all roads shall consist of type #2 crushed gravel aggregates compacted on the roadway to a depth of not less than four (4) **five (5) inches**. Compaction of the aggregate shall comply with the standards put forth in Section 6.7.8.1.
- c. Local Roads - When hot mix is going to be applied, specifications for set up and primer are same as for surface treatment. Asphalt shall be applied at no less than one and one half (1 ½) inch **two (2) inches** compacted of type as specified by the County Supervisor **County's chief administrative officer**.

**Salaries after change in status.***Salary of promoted or reclassified in status.***(Replaces some wording of Policy 3-4 of Personnel Policy & Procedure Manual)**

The salary of an employee promoted or reclassified from one grade to another having a higher overlapping pay range shall be adjusted to the minimum of the new range or to 4 7/8 percent above his/her old salary, whichever is higher unless a different increase is authorized in writing by the County Administrator. The *reclassification* of a position to a grade having a lower pay range shall not result in a reduction of his/her salary unless otherwise authorized in writing by the County Administrator.

*Salary of transferred employee.*

The *reassignment* of an employee to a position in the same grade or to a position in a different grade with the same pay range shall not change the employee's salary unless otherwise authorized in writing by the County Administrator.

*Salary of demoted employee.***(Replaces some wording of Policy 3-5 of Personnel Policy and Procedure Manual).**

An employee given a demotion to a position in a different grade with a lower minimum salary may be reduced in pay 4 7/8 percent or to the maximum of the pay range, whichever is lower, for the grade in which he/she is demoted unless otherwise authorized in writing by the County Administrator.

An employee who voluntarily takes a demotion to a position in a different grade with a lower minimum salary range may be reduced in pay 4 7/8 percent or to the maximum of the pay range, whichever is lower, for the grade to which he/she has voluntarily demoted to, unless otherwise authorized in writing by the County Administrator.

*Lateral transfers.*

Lateral transfers are not normally made, unless in the sole opinion of county management, it is in the best interest of the county operations to do so. A lateral transfer is the transfer of an employee from one position in a salary grade to a different position in the same salary grade. Salary increases are not normally granted in such situations unless otherwise authorized in writing by the County Administrator.

*Red-Circled Pay/Frozen Pay***(Replaces some wording of Policy 3-3 and 3-5 of Personnel Policy and Procedure).**

Red-Circle pay is a rate of pay for an individual employee which has been frozen at his/her current salary. An individual may acquire a red-circled pay rate as a result of a reduction in grade or salary rate. The salary may remain frozen at the current level until the maximum of the grade surpasses the current salary, unless otherwise authorized in writing by the County Administrator.

If actions result in an employee being re-assigned to a lower-level position where the maximum pay rate is below current salary, then the rate of pay will remain at current levels, and remain at that level until the pay range catches up to their pay rate.



# OCONEE COUNTY PROCUREMENT OFFICE

410 S. Park Street, Room 20  
Wilkesville, P.E. 21604

Telephone (501) 637-1141  
Fax (501) 638-4762

## PROCUREMENT DIRECTOR

*Marianne A. Dillard*

TO: Harry Hamilton

FROM: Marianne Dillard 

DATE: May 4, 2004

RE: Courtroom and Sound System Redesign

Back on January 16, 2004, Clint Fairchild sent us two proposals for the new courthouse. The first proposal was in the amount of \$33,762 for Hoery to perform conceptual design sketches for the needed remedial work for each courtroom. The second proposal was from CDAI for courtroom audio systems investigation in the amount of \$3,800.

I have spoken with Mr. Fairchild and Mr. Tomy and they have indicated that the product we would have from the conceptual design would be something that Mr. Clark could then take and complete the design for construction. Additionally, the proposal from CDAI would give us some cost estimates to upgrade the systems to an acceptable level. Remember that the sound system was a separate contract, and any cost of changes will have to be borne by the County.

I would strongly recommend that we proceed with issuing purchase orders for these two projects, as I do not foresee them interfering with any recommendations that might be forthcoming from the DDJ. (Of course the final sound system modifications would not take place until the changes are made in the courtrooms.)

Sally Lowery's balance sheet for the courthouse shows a balance of \$125,435 as of 4/13/04. I would recommend that we take the money from this balance for these projects.

Please let me know if you wish me to proceed with this matter.

Mad

Enclosures: 3

Cc: Brad Norton  
Lise Julian

OCONEE COUNTY COUNCIL

ORDINANCE 2004-13

AN ORDINANCE TO MAKE THE OCONEE COUNTY FINANCE DIRECTOR, THE OCONEE COUNTY DELINQUENT TAX COLLECTOR, AND THE EMPLOYEES OF THE OCONEE COUNTY DELINQUENT TAX OFFICE CODE ENFORCEMENT OFFICERS AND TO ASSIGN THEIR DUTIES AS CODE ENFORCEMENT OFFICERS

**SECTION I: Title**

The title of this Ordinance shall be "An Ordinance to make the Oconee County Finance Director, the Oconee County Delinquent Tax Collector, and the Employees of the Oconee County Delinquent Tax Office Code Enforcement Officers and to assign their duties as Code Enforcement Officers."

**SECTION II:**

The Oconee County Finance Director, the Oconee County Delinquent Tax Collector and employees of the Oconee County Delinquent Tax Office are hereby appointed Code Enforcement Officers with the power to enter public and private property for purposes of posting notices and executions related to or pertaining to delinquent taxes.



## Oconee County Habitat for Humanity

Building houses in partnership with God's people in need

May 18, 2004

Oconee County Council:

Oconee County Habitat for Humanity has constructed forty-two homes for forty-two low-income families. These homes are built with all volunteer labor and the sweat equity of those families. They are presented to the families at the lowest possible cost and the mortgages have no interest.

All construction costs and land acquisitions are financed with money generated from income of the Habitat Resale Store in Seneca, from mortgage payments by Habitat families, and from tax deductible donations by Habitat supporters. There are no paid employees in the Oconee County affiliate as there are in many other affiliates.

In our sincere effort to contain rising building costs, we try to make every expense as low as possible. In the past, County Council has approved use of the landfill, at no cost to Habitat for Humanity, for disposal of brush and trees, limbs, stumps, etc., when clearing lots for the purpose of building homes.

We would be most appreciative if this practice were to continue. It would not only enhance the lives of the residents of our homes, but contribute to good neighborhoods as well.

Very sincerely yours

Roger Garrison, President